

THREE-STAR PROGRAM

EXCELLENCE IN COMMUNITY DEVELOPMENT



2008-2009 Addendum items to Tennessee Three-Star program
October/November 2008

ITEMS ADDED

I. Getting Started:

Maintaining the Basics: Required Foundation Initiatives

6. Community Emergency Preparedness:

Having an effective emergency management director and plan will hopefully allow Tennessee communities to more rapidly recover from the effects of disaster.

a. County Appointed Emergency Management Director: The county mayor must appoint a local Emergency Management Director pursuant to TCA 58-2-110

b. Basic Emergency Operations Plan (BEOP): The BEOP is a very important plan that must be approved by the Tennessee Emergency Management Agency (TEMA) on a four year rotation by TEMA Planning division pursuant to TCA 58-2-110

*** Also see new Targeted Actions for Community Emergency Preparedness for 2009**

ITEMS CHANGED FOR 2009

II. Leadership Development:

Community Leadership Education-changes in hours (from 20 hrs to 10hrs) of training required for credit.

g. CTAS County Officials Certificate Training Program (COCTP): Three-Star credit will be awarded to those communities whose County Mayor/Executive or members of their County Commission earn ten hours of training from CTAS. There are two courses that meet this training requirement: 1) the Tennessee County Government Handbook (8 hours) and 2) the Basic Principles of Economic Development course (2 hours).

Strategic Action: County Official Certificate Training Program

The County Officials Certificate Training program (COCTP) is a nationally recognized training program for Tennessee county office holders and their staff.

- Credit will be awarded for those programs in which 25 percent of the governing body of the county and the current county mayor has completed 10 hours of COCTP training. There are two courses that meet this training requirement: 1) the Tennessee County Government (8 hours) and 2) the Basic Principles of Economic Development course (2 hours).

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V. Education and Workforce Development:

Education – changes reflect moving Imagination Library program participation from a Strategic Action to a Targeted Action and establishing a new Strategic Action.

h. Participate in Imagination Library-Governor's Books from Birth Foundation (GBBF): The goal of the Imagination Library is to increase the number of books in the home of every pre-school child in the state; thereby, increasing the number of opportunities for someone to read to the child. This has been shown to increase children's love for reading as well as their literacy rates later in life. All 95 Tennessee counties are now participating in the Governor's Books from Birth program.

- Each participating program develops an Action Plan that addresses, at minimum, fundraising, committee recruitment and increase in enrollment.

Strategic Action: Take action to provide sustainability:

Communities participating in Imagination Library begin to move forward with their enrollment percentages and networking within Governor's Book from Birth Foundation (GBBF) activities.

- Each program shows at least a 61% enrollment rate OR a minimum of 5% increase in enrollment over last year.
- A representative attends a GBBF workshop

POLICY CHANGES FOR 2009:

1) Request for Administrative Review

In the event a county believes that the rules or standards of the Three Star program have been incorrectly applied by the Department of Economic and Community Development, the County Mayor or County Executive may make a detailed written request for review with supporting information that explains the county's position. The request must be received by the Three Star program director post marked no later than June 1. The state program director will forward the request for administrative review to the Three Star Advisory Council who will consider the merits of the request and make a recommendation to the Department's Assistant Commissioner of Community Development for final ruling before the annual certification date.

Attention: Three Star Program Director
Department of Economic and Community Development
312 Rosa L. Parks Avenue, 10th Floor
Nashville, Tennessee 37243

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2) Planning and Infrastructure Exemption Policy:

For the purposes of the 2009 Tennessee Three-Star program certification, the following cities will be exempt from meeting the Planning and Infrastructure Benchmark II requirements. In order to obtain an overall Benchmark III status, ALL Benchmarks must be met by ALL cities.

Any municipality with three hundred thousand dollars (\$300,000) or less in gross revenues for all funds, including utilities, in the immediately preceding fiscal year may be exempt from meeting Planning and Infrastructure benchmarks in the Three-Star program. The list of eligible municipalities will be provided and maintained by Municipal Technical Advisory Services (MTAS) and based on their information for compliance to [Municipal Finance Officer Certification and Education Act of 2007, TN code annotated 6-56-402.](#)

The list of cities eligible for exemption will be provided no later than January 1, 2009. Cities feeling the information is incorrect may submit an audited report of municipal revenues for review.

Those cities opting for the Planning and Infrastructure Benchmark II exemption will NOT be eligible for Benchmark II incentives from the Three-Star program (this does not apply to CDBG grants and loans). An official request for exemption may be made by completing the 2009 Exemption Form.

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10. Community Emergency Preparedness:

Having an effective emergency management plan will hopefully allow the community to more rapidly recover from the effects of disaster. Communities should also establish an active Local Emergency Planning Committee that assists in the development of emergency response plans, conduct annual reviews at least annually, and provide information about chemicals in the community to citizens.



Best Practice: Participate in the National Flood Insurance Program and have a FEMA approved Hazard Mitigation Plan. <http://www.fema.gov/plan/mitplanning/index.shtm#3>

a. Emergency Management Director is certified- Local emergency management director is a certified Emergency Management Professional (EMP) by the Emergency Management Assoc of Tennessee (EMAT) or a Certified Emergency Manager (CEM) by the International Assoc of Emergency Managers (IAEM).

b. Full time emergency management program and staff -

- Full time county Emergency Management director
- Local Emergency Management budget
- One additional Emergency Management employee (full or part time)

c. Active Local Emergency Planning Committee (LEPC) - Since October 1, 2005, all 56 States and Territories were required to meet National Incident Management System (NIMS) implementation requirements to be eligible to receive Federal preparedness assistance in the form of grants, cooperative agreements and direct contracts. Local Emergency Planning Committees (LEPC) were established under the Emergency Planning and Community Right-to-Know Act and they participate in communities by assisting in the preparation of emergency response plans to prepare for and respond to chemical emergencies. LEPC's are non-profit community organizations that should include the following groups as minimum:

- Local police, fire and civil defense
- Public health
- Transportation
- Environmental professionals
- Facilities subject to emergency planning requirements
- Community groups
- Media

LEPCs must assist in the development of emergency response plans, conduct reviews at least annually, and provide information about chemicals in the community to citizens. For more information http://www.fema.gov/pdf/emergency/nims/lepc_comp_fs.pdf

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d. Establish a Community Emergency Response Team (CERT) and conduct CERT training in your community- The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community. For more information <http://www.citizencorps.gov/cert/about.shtm>

e. Local community holds emergency disaster exercise annually in partnership with TN Emergency Management Agency (TEMA) - Unfortunately, disasters happen. They can be limited in scope or reach catastrophic proportions. They can hit rural, isolated areas as well as sweep through large municipalities and multiple jurisdictions, affecting lives, property, and the environment. To prepare for these events, communities hold emergency preparedness exercises. An emergency preparedness exercise is a simulation of an event, or series of events, designed to test emergency response systems. Communications, technology, existing resources, knowledge, and skills are tested to see if the systems work. In the end, an exercise gives valuable information that can be used to enhance emergency services. For more information <http://www.tnema.org>

STRATEGIC ACTION: Accredited County Emergency Management Program- your local program is accredited by the Emergency Management Accreditation Program (EMAP). The Emergency Management Accreditation Program (EMAP) is a standard-based voluntary assessment and accreditation process for state and local government programs responsible for coordinating prevention, mitigation, preparedness, response, and recovery activities for natural and human-caused disasters. Accreditation is based on compliance with collaboratively developed national standards. For more information - <http://www.emaponline.org>

STRATEGIC ACTION: StormReady designated county - StormReady communities are better prepared to save lives from the onslaught of severe weather through better planning, education, and awareness. No community is storm proof, but StormReady can help communities save lives. For more information - <http://www.stormready.noaa.gov/resources/toolkit.pdf>